

6423 - CURATOR

NATURE OF WORK

This is specialized educational, exhibit and collection management work in the City's Bass Museum. Emphasis of the work is on assisting Museum Director in planning and supervising the museum education or exhibit activities and related functions, including immediate supervision and training of staff and volunteers. Related responsibilities include serving as an advisor to museum committees, conducting community lectures on fine arts or related art subjects, supervising maintenance of reference and resource records on museum collection and exhibits, and assisting the Museum Director in planning conservation and other projects. Incumbent must exercise considerable knowledge of art history relating to various exhibits, and the collection, in the training of volunteers, advising on conservation work, serving in the absence of the Director and answering various inquiries from other museums and art institutions. General supervision is received from the Director who evaluates work for quality of results.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans the installation of special exhibits in keeping with American Association of Museum standards; assists in arranging appropriate publicity announcing such exhibits; conducts correspondence with exhibit sources; explains exhibits to visitors as needed.

Coordinates the preparation, installation and de-installation of exhibitions; arranges for the transportation of fine arts shipments and insurance for all incoming and outgoing loans. Works with City purchasing, building maintenance and insurance departments as needed.

Recommends plans for care and maintenance of museum collection; assists the Director in locating reliable professional conservation firms; supervises maintenance of conservation records; advises conservators, as needed.

Conducts lectures in the community on various art subjects such as museum collection, and other topics; assists with inquiries from television or newspaper personnel making films or writing press articles about the museum collection.

Answers inquiries by correspondence or from visitors on the cultural background of museum objects, background of acquisition, supervises maintenance of index and reference files, film slides, library references and other references pertaining to the museum.

Serves in the absence of the Director as requested in a technical capacity; keeps abreast of art literature; assists the Director in development projects, grant applications and execution, budget preparation and monitoring.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge-of the specific exhibits, collection and operating policies of the art museum.

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Considerable knowledge of the art and general history of the periods represented by the collection and exhibits of the museum.

Considerable knowledge of the recruiting, selecting and supervision of volunteer groups.

Considerable knowledge of art exhibit sources and restoration practices.

Ability to deal tactfully and effectively with various professional groups in arranging exhibits or guest programs.

Ability to train and supervise staff and volunteer workers so as to maintain effective work and high morale.

Ability to organize museum programs and exhibits. Ability to plan museum tours so as to accommodate unexpected tours, special visitors and others.

Ability to express ideas clearly and concisely both verbally and in writing.

Ability to conduct lectures before various community groups.

Ability to supervise maintenance of various museum resource and reference records.

Ability to complete surveys and compile reports on the museum collection.

MINIMUM REQUIREMENTS

Experience in professional art museum work, including educational and exhibit work; graduation from an approved college or university with a degree in art or art history with emphasis on the fine arts; Master's Degree preferred. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General supervision is received from the Bass Museum Director, who evaluates work for the quality of results. Incumbent exercises a high degree of independent judgement in carrying out duties.

SUPERVISION EXERCISED

May supervise volunteer, clerical, maintenance and security staff. Supervises curatorial assistant, conservators, preparators, installation and de-installation crews, movers, etc.

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